



**RAVALLI COUNTY COUNCIL ON AGING:  
HOMEMAKER**

Status: Non-exempt

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**DEFINITION**

Homemaker services are to help an individual be able to stay in their own home as long as possible by helping with services that are vital to the individual's welfare and safety. Homemakers are to provide cleaning duties as listed below and to provide any other duties as assigned by the Homemaker Coordinator (HC) to better the overall operation of the Homemaker program for the client in need.

**ESSENTIAL DUTIES**

*(The following are intended to illustrate typical duties; they are not meant to be all inclusive or restrictive.)*

**Homemaker duties are as follows:**

**Kitchen cleaning including:**

Wiping down counters, stove top  
Cleaning out the refrigerator  
Washing dishes/ filling dishwasher

**Cleaning Bathrooms including:**

Commode, tub/shower, floors, counters, mirrors

**Sweeping**

**Mopping**

**Dusting**

**Vacuuming**

**Laundry as time allows**

**Changing bed linens**

**Emptying garbage**

**Light pet care on approval by HC**

1. Each homemaker is assigned individual clients. It is your responsibility to make sure homemaker services are completed as assigned by the HC. Exceptions may be made only after being cleared through the HC. In the event of a recognized holiday, it is your responsibility to notify your clients that you will not be there.
2. Report any job-related accidents or injuries to HC as soon as practical.
3. Is knowledgeable of all services offered by RCCOA and refers clients to the appropriate employee for further assistance.
4. Any other duties as assigned by the HC to better the overall operation of the Homemaker programs.



## **QUALIFICATIONS**

- Must have a valid driver's license, proof of liability insurance, and a reliable car.
- May be required to occasionally lift up to 25 lbs.
- Accurate record keeping. Ability to use a computer to facilitate records.
- Honest and dependable.
- Ability to work with Senior Citizens and the general public.
- Adaptable to changing schedules and work duties if required.

## **SUPERVISION RECEIVED**

The Homemaker works under the direct supervision of the HC.

## **WORKING RELATIONSHIPS**

The work entails interacting with older adults in the community and the HC and/or the Executive Director at RCCOA.

## **HOMEMAKER RULES AND REQUIREMENTS**

All contributions from the Clients are to be referred/sent to the Ravalli County Council on Aging. Monthly payments included.

Maintain pleasant personality and neat, clean appearance. Client information is to be kept confidential and should only be disclosed to your supervisor. An ability to react to emergencies with calmness and poise, and most important, compassion for the elderly, are desirable qualifications for this position.

## **WORKING CONDITIONS**

All work is performed in a client's place of residence or at the RCCOA complex. The work requires extensive traveling throughout Ravalli County. The use of a personal vehicle is required. The work may occasionally require the lifting of up to 25 pounds.

### **The following are work that will not be performed:**

- Do heavy lifting. No moving of furniture, including mattresses.
- Give out client information or phone numbers.
- Offer financial advice or discuss salary.
- Influence the client on political and/or religious issues.
- Sell or solicit to the client.
- Change duties without HC approval.
- Smoke in a client's home during assignment.
- Bring your children or pets to a client's home.
- No buying or selling of furnishings or exchange of monies for individual employee's benefit.



**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. They are typical and not necessarily absolute.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit and climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

**SPECIFICATIONS OF HOMEMAKER PROGRAM**

**The following information is critical for individuals providing homemaking services to comply with as to avoid endangering a client.**

Report any potential safety hazards, health hazards, or any job-related accidents to the HC immediately.

Homemaker services are to help an individual maintain the opportunity for independence and prevent or delay institutionalization as long as possible. RCCOA provides services that are vital to the individual's welfare and safety.

As RAVALLI COUNTY COUNCIL ON AGING Homemaker, you provide an essential service to the client. Clients and client's families rely on the worker to be timely and responsible. If duties are not carried out, or set scheduled times are disregarded, the fragile system established to allow the client maximum independence under a restrictive setting is disrupted. Reliability is extremely important.

Part-time Homemaker schedules will be worked out on a case by case with the HC. Scheduled times for each client will be worked out between the client and the HC. Homemaker is responsible to have all paperwork turned into the office no later than the 3rd of each month. Time sheets are to be turned into the office by 3 pm or earlier on the pay period week.

The Ravalli County Council on Aging is an Equal opportunity Employer.

**I understand that this job description is presented as a matter of information only and nothing contained in this job description shall be construed as an agreement or contract of employment between Ravalli County Council on Aging and the employee.**

**I acknowledge receipt of job description and have read and understand the duties outlined above.**

**Signature of Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_